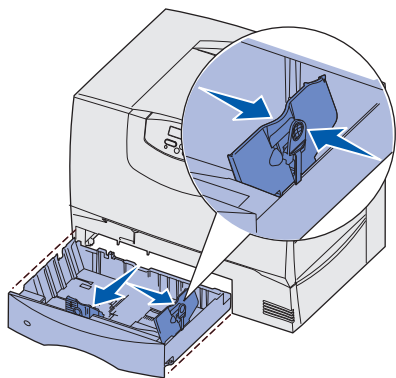# Lexmark™ C76x Quick Reference

## *Loading paper and specialty media*

Loading 500-sheet trays

1 Remove the tray and place it on a flat, level surface.

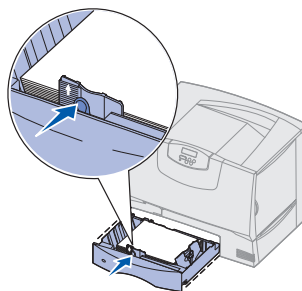2 Squeeze the front guide lever and slide the guide to the front of the tray.

3 Squeeze the side guide lever and slide the guide to the correct position for the size paper you are loading. Icons along the back of the tray indicate paper sizes.

4 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges of the stack on a level surface.
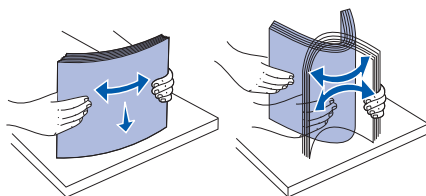
5 Place the paper in the tray as shown, print side down. Do not load bent or wrinkled paper.

Maximum stack height indicator
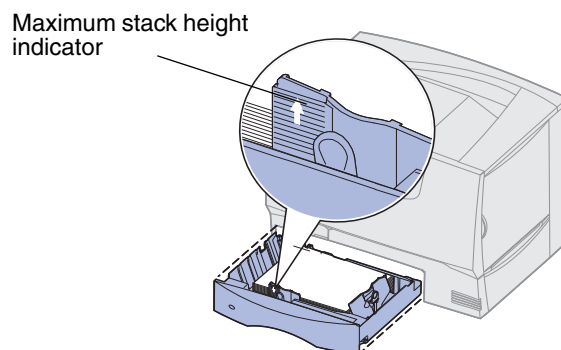
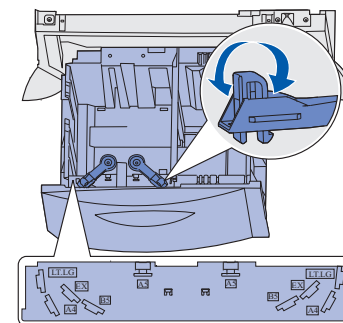6 Squeeze the front guide lever and slide the guide until it firmly touches the stack of paper.

7 Reinstall the tray.

8 Make sure the tray is pushed completely into the printer.

Loading the 2000-sheet tray

1 Pull open the tray.

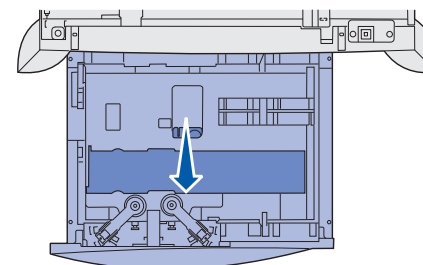2 Squeeze the side guide lever, lift the guide, and place it into the appropriate slot for the size paper you are loading.
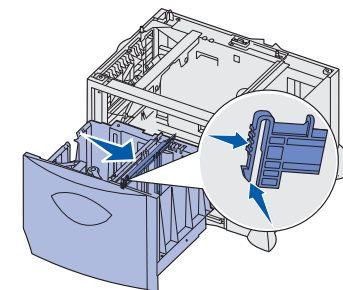
3 Squeeze the two front guide levers and slide the guide to the correct position for the size paper you are loading.
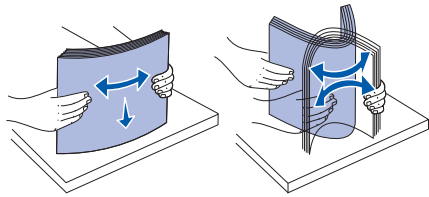
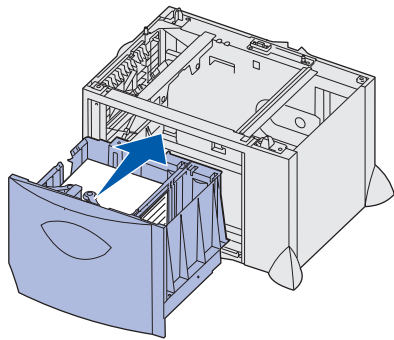4 Slide the bottom support toward the front of the tray until it touches the front guide.

5 Flex the sheets back and forth to loosen them, and then fan them.

Do not fold or crease the paper. Straighten the edges of the stack on a level surface.

6 Place the paper against the back left corner of the tray, print side down.
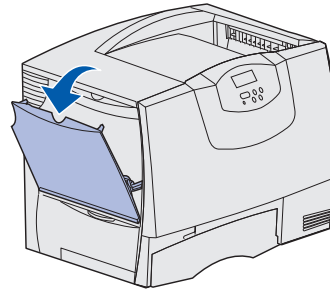
Do not load bent or wrinkled print media.
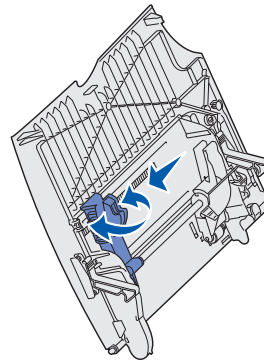

7 Close the tray.

Make sure the tray is pushed completely into the printer. Do not exceed the maximum stack height. Overfilling the tray may cause paper jams.
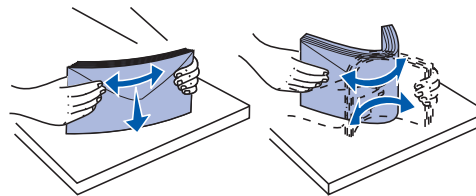
Loading the multipurpose feeder
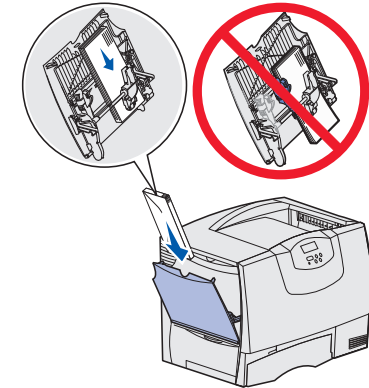
1 Open the multipurpose feeder.

2 Squeeze the paper guide lever and slide the guide all the way toward the front of the printer.

3 Flex the specialty media back and forth to loosen the stack, and then fan the stack. Do not fold or crease the media. Straighten the edges of the stack on a level surface.

4 Arrange the stack of paper or specialty media correctly for the size, type, and print method you are using.

5 Place the paper or specialty media, print side up, along the left side of the multipurpose feeder, and then push it in as far as it will easily go.

Do not force the media.

> **Note:** Do not exceed the maximum stack height. Overfilling the feeder may cause jams.

6 Squeeze the paper guide lever and slide the guide until it lightly touches the side of the stack.
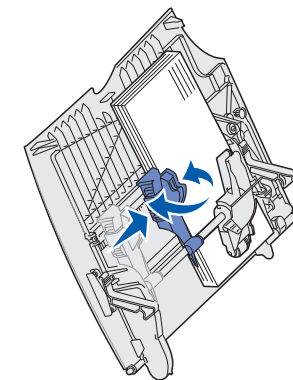
7 If you are loading a different type of media than was previously loaded in the tray, change the Paper Type setting for that tray on the operator panel.

Setting the paper type and paper size

1 Press **Menu** until you see `Paper Menu`, and then press **Select**.

2 Press **Menu** until you see `Paper Type` (or `Paper Size`), and then press **Select**.

3 `Tray 1 Type` (or `Tray 1 Size`) appears on the second line of the display.

4 Press **Select** if you want to change the Tray 1 Type (or Tray 1 Size) setting, or press **Menu** to scroll to another source.

5 Press **Menu** to scroll through a list of possible paper types (or sizes).

6 When you see the correct paper type (or size), press **Select** to save the type as the default.

7 Press **Go** to return the printer to the Ready state.

Printing

Printing a document

1 Open the file you want to print.

2 From the File menu, select **Print**.

3 Verify that the correct printer is selected in the dialog box.

4 Modify the printer settings as appropriate (such as the pages you want to print or the number of copies).

> **Note:** Click **Properties** or **Setup** to adjust printer settings not available from the first screen, and click **OK**.

5 Click **OK** or **Print** to send the job to the selected printer.

Printing confidential and other held jobs

1 With a document open, click **File → Print**.

2 Click **Properties**, **Preferences**, **Options**, or **Setup**.

3 Click **Other Options**, and then click **Print and Hold**.

4 Select your job type (Confidential, Reserve, Repeat, or Verify), and then assign a user name. For a confidential job, also enter a four-digit PIN.

5 Click **OK** or **Print**, and then go to the printer to release the job.

6 Press **Menu** until you see `Held Jobs` or `Confidential Job` on the operator panel display, depending on the type of job you want to access.

7 Press **Select**.

`User Name` appears on the first line of the operator panel. The second line displays the names of users currently associated with Print and Hold jobs.

8 Press **Menu** until you see your user name. If you are looking for a Confidential Job, you are prompted to enter your PIN. Press **Select**.

9 Press **Menu** until the action you want to take is on the second line of the operator panel (Print A Job, Delete A Job, and so on).

10 Press **Select**.

– If you are looking for a particular job, press **Menu** to scroll through the list of available jobs, and press **Select** when the correct job is displayed. An asterisk (*) appears next to the job name, indicating you have chosen to print or delete that job.

– If you are prompted to enter the number of copies you want to print, use **Menu** to increase or decrease the number on the display, and then press **Select**.

11 Press **Go** to print or delete specific jobs you have marked.

After your job prints, it is deleted from printer memory.

Canceling a print job

If the job you want to cancel is printing, and `Busy` appears on the display:

1 Press **Menu** until you see `Job Menu`, and then press **Select**.

2 Press **Menu** until you see `Cancel Job`, and then press **Select**.